savin®

Digital Imaging System

9965DP

Operating Instructions

System Settings

S1056

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Operator Safety:

This machine is considered a CDRH class I laser device, safe for office/ EDP use. The machine contains two 5-milliwat, 760 - 800 nanometer wavelength, GaAlAs laser diodes. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the Inch version.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts in your Ricoh office product.

Power Source

120 V, 60 Hz, 16 A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see "Power Connection" of the "Copy Reference" manual.

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio /TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

1. Properly shielded and grounded cables and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.
2. AC adapter with ferrite core must be used for RF interference suppression.

This device complies with Part 15 of FCC Rules.
Operation is subject to the following two conditions:
1. This device may not cause harmful interference, and
2. This device must accept any interference received,

including interference that may cause undesired operation.
Ricoh Corporation, 5 Dedrick Place, West Caldwell, NJ 07006
201-882-2000

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

In accordance with ISO Standard 7001, this machine uses the following symbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

Copyright © 1998 Ricoh Co., Ltd.

How To Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information in the "Copy Reference" manual.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information in the "Copy Reference" manual.

* The statements above are notes for your safety.

Important
If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's panel display.

[ ]
Keys built into the machine's operation panel.

TABLE OF CONTENTS

Manuals For This Machine 1

1. USER TOOLS (SYSTEM SETTINGS)

Keys for User Tools (System Settings) 3

Accessing The User Tools (System Settings) 4

Exiting from User Tools 5

User Tools Menu (System Settings) 6

Settings You Can Change With The User Tools 7

Basic Page 1 7

Basic Page 2 9

Set Time 10

Paper Size Setting 11

Count Manager 13

INDEX 14

Manuals For This Machine

The following two manuals have been prepared for operating this machine: this manual which describes how to make system settings for copying functions and the "Copy Reference" manual which introduces the operating procedures for copying functions. Please consult the manual that suits your needs.

- **System Settings (this manual)**
  Describes how to access the system user tools to make the machine easier to use.

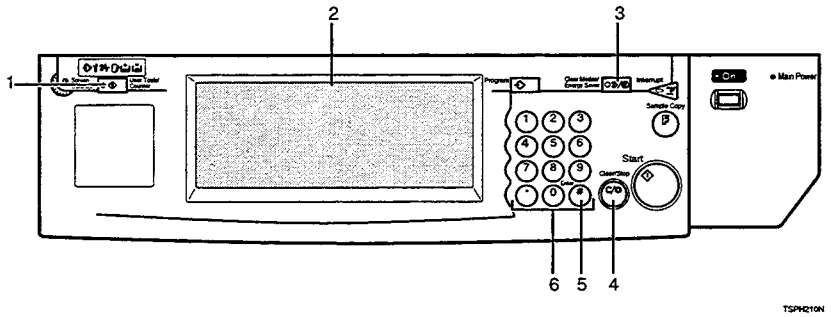
- **Copy Reference**
  Describes the various copying functions from basic copying to more advanced functions such as reducing/enlarging copies or combining originals into one copy.

- **Copy Quick Guide**
  Explains the most frequently used copy functions with examples. Also contains information such as the direction in which to set your originals and copying direction.

This page is intentionally blank.

1. USER TOOLS (SYSTEM SETTINGS)

Keys for User Tools (System Settings)



1. [User Tools/Counter] key

You can change the system settings and operational conditions to meet the usage. You can also display the total count.

2. Panel Display

Displays operation status and messages.

3. [Clear Modes/Energy Saver] key

4. [Clear/Stop] key

Press to delete a number you have entered.

5. [#] key

Press to set a value you have entered.

6. [Number] keys

Use to enter a numeric value.

Accessing The User Tools (System Settings)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

Preparation

After using the user tools, be sure to exit it to return to Copy mode.

The key selected is highlighted.

The settings are not canceled even if the main power switch or operation switch is turned off or the **[Clear Modes/Energy Saver]** key is pressed.

Reference

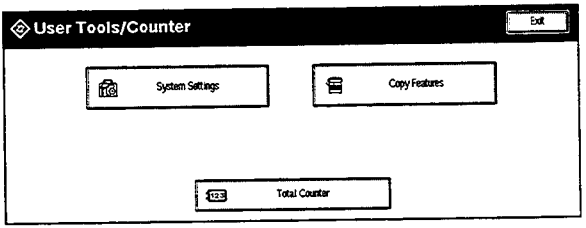
For information on Copy User Tools, see the "Copy Reference" manual.

1 **Press the [User Tools/Counter] key.**

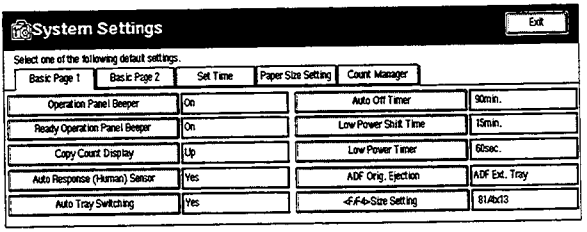
The User Tools Main Menu appears.

2 **Touch the [System Settings] key.**

The system settings menu appears.



3 **Search for the desired menu and touch the key.**



4 **Change the settings by following the instructions on the panel display. Then touch the [OK] key.**

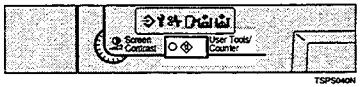
Note

- **[OK]**: Touch to set the new settings and return to the previous menu.
- **[Cancel]**: Touch to return to the previous menu without changing any data.

Exiting from User Tools

1 **After changing the user tools settings, press the [User Tools/Counter]key.**

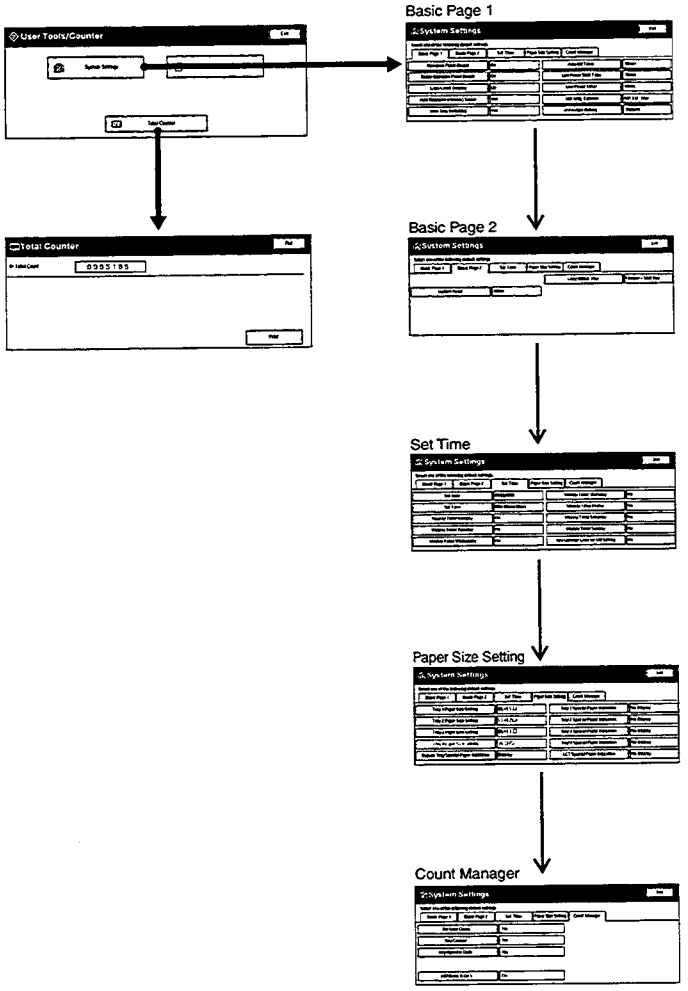
Changing the system settings ends to return to Copy mode.



Note

- To cancel the change of the machine's default settings and return to the copy mode, press the **[User Tools/Counter]** key.
- You can also exit from user tools by touching the **[Exit]** key on the User Tools Main Menu.

User Tools Menu (System Settings)



TSPH2S0N

Settings You Can Change With The User Tools

Reference

For how to access the user tools, see ⇒ P.4 *"Accessing The User Tools (System Settings)"*.

Basic Page 1

Menu	Description
Operation Panel Beeper	The beeper (key tone) sounds when a key is pressed. This beeper can be turned on or off. **Note** ❒ Default: *ON*
Ready Operation Panel Beeper	Specify whether to sound the beeper when the machine becomes ready for copying immediately after Energy Saver mode is deactivated or the power is turned on. **Note** ❒ When the "Operation Panel Beeper" is set to OFF, the beeper does not sound even if the "Ready Operation Panel Beeper" is set to ON. ❒ Default: *ON*
Copy Count Display	The copy counter can be set to show the number of copies made (count up) or the number of copies remaining to be made (count down). **Note** ❒ Default: *Up (count up)*
Auto Response (Human) Sensor	If the machine does not detect anyone using it for a certain period of time, it will switch automatically to one of the reset modes – Auto Reset, System Reset, Low Power mode or Auto Off. You can cancel this setting. If the "Low Power Timer" in ⇒ P.7 *"Basic Page 1"* is set to "0", the "Auto Response (Human) Sensor" is disabled. **Note** ❒ Default: *Yes (On)*

Menu	Description
Auto Tray Switching	If you load paper of the same size in two or more trays, the machine automatically shifts to the other tray when the tray in use runs out of paper. You can set or cancel this setting. • If you select **[Yes]** (Using Auto Paper Select) If paper of the different orientation is loaded, limitless paper loading will take place for copying. • If you select **[No]** If paper of the same size and the same orientation is not loaded, the machine will stop copying and instruct you to load paper. **Note** ❒ Default: *Yes* ❒ If you put recycled paper, special paper or thin paper in paper trays using the Special Paper Indication menu, the Auto Tray Switching function is available to these trays only when their settings are identical. **Reference** See "Special Paper Indication" in ⇒ P.11 *"Paper Size Setting"*.
Auto Off Timer	The machine turns itself off automatically to conserve energy after your job is finished, after the selected time. This function is called "Auto Off". The time can be set from 1 to 240 minutes. **Note** ❒ Default: *90 minutes* ❒ Auto Off might not be effective when an error message is displayed. ❒ To return to the ready condition from Auto Off, the machine requires the same warm-up time as the time for becoming ready after its power is turned on.
Low Power Shift Time	The machine enters Low Power mode automatically after your job is finished, after the selected time. The time can be set from 1 to 240 minutes. **Note** ❒ Default: *15 minutes*

Menu	Description
Low Power Timer	The machine enters to Energy Saver mode automatically after your job is finished, after the selected time. The time can be set from 10 to 999 seconds, or 0. When the time is set to "0", Energy Saver mode will not be activated. **Note** ❒ Default: *60 seconds*
ADF Orig. Ejection	As a default setting, the scanned originals from the document feeder (ADF) are ejected to the ADF external tray. But, if there is no space to attach an ADF external tray, you can change the output tray to the ADF tray. However, if the output tray is set to the ADF tray, it takes a little more time than to the ADF external tray. **Note** ❒ Default: ADF Ext. Tray ❒ Even if ADF external tray is set, papers are ejected to the ADF tray in the 2 Sided → 2 Sided copy mode.
<F/F4>Size Setting	Currently three types of F size are available; $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13". The document feeder or platen cover sensor cannot distinguish these 3 types of originals. This function sets the F size from the document feeder or platen cover sensor. Auto Paper Select or Auto Reduce/Enlarge in the case of F size originals functions based on this setting. **Note** ❒ Default: *$8^1/_2$" × 13"* ☞

Basic Page 2

Menu	Description
System Reset	If no operation is performed for a selected time after interrupt copying, the interrupt copying will be canceled. This function is called "System Reset". The time can be set from 10 to 999 seconds, or 0. When the time is set to "0", System Reset will not be activated. **Note** ❒ Default: *60 seconds*

Menu	Description
Copy:Output Tray	You can specify a tray to which documents are delivered. **Note** ❒ You can select from the "Mainframe", "Finisher-Shift tray", "Finisher-Proof tray". ❒ Without the optional finisher installed, "Mainframe" is the only one output tray.

Set Time

When entering Set Time mode, if a key operator code has already been set, you must enter the code (up to 8 digits).

Reference
See "Key Operator Code" in ⇒ P.13 *"Count Manager"*.

Menu	Description
Set Date	Set the date for the copier's internal clock. **Note** ❒ You need to set this for the weekly timer to work properly.
Set Time	Set the time for the copier's internal clock. **Note** ❒ You need to set this for the weekly timer to work properly.
Weekly Timer: Monday Weekly Timer: Tuesday Weekly Timer: Wednesday Weekly Timer: Thursday Weekly Timer: Friday Weekly Timer: Saturday Weekly Timer: Sunday	Set the times when you want the machine to turn itself on/off for each day of the week. **Important** ❒ The timers do not work if the main power switch is turned off or the power cord is unplugged. ❒ To keep the power on throughout the day, set both the "On" and "Off" timers to zero. **Note** ❒ Enter times using the 24-hour clock (1 minute steps).

Menu	Description
Key Operator Code for Off Setting	Set a key operator code (up to 8 digits) to temporarily cancel the power off setting of the weekly timer. **Note** ❒ When the weekly timers are set and the operation switch is off, you can still use the machine by doing one of the following: • If the key operator code is set, turn on the operation switch and enter the code. • If the key operator code is not set, just turn on the operation switch.

About weekly timers

The weekly timers allow you to restrict use of the machine to certain times of the day and week. The machine will switch itself on and off everyday at the times you specify.

Important

❒ The timers do not work if the main power switch is turned off or the power cord is unplugged.

❒ When the power is off due to the activation of the weekly timer, you can temporarily cancel the power off state by entering the key operator code (up to 8 digits) set in "Key Operator Code for Off Setting."

Paper Size Setting

Menu	Description
Tray 1: Paper Size Setting Tray 2: Paper Size Setting Tray 3: Paper Size Setting	Select the size of the copy paper set in the paper tray. **Note** ❒ Concerning the paper size setting for the Tray 2, the setting of the paper size selector has priority. ❒ If the specified paper size differs from the size of paper actually set in the paper tray, a paper misfeed might occur because the paper size is not detected correctly. ❒ To set a paper size for the optional 3500-sheet large capacity tray (LCT), contact your service representative. **Reference** See "Changing The Paper Size" in the "Copy Reference" manual.

Menu	Description
Bypass Tray: Special Paper Indication Tray 1: Special Paper Indication Tray 2: Special Paper Indication Tray 3: Special Paper Indication LCT: Special Paper Indication	Set an indication to identify the type of paper loaded in each tray. **Limitation** ❒ The machine cannot auto-select trays that you have designated as "Thin" or "Special Paper" using the Special Paper Indication function. Therefore, if all trays designated as "Thin" or "Special Paper", the Auto Paper Select function is not available. **Note** ❒ Default: • Bypass Tray: Cover (Mode Selected) and Slip Sheet (Mode selected) • Tray 1: No Display • Tray 2: No Display • Tray 3: No Display • LCT: No Display ❒ "Recycled Paper" appears on the display when recycled paper is selected, "Special Paper" when special paper, and "Thin" when thin paper. ❒ You can also have "Cover" and "Slip Sheet" displayed. ❒ To display "Cover" or "Slip Sheet", select either "Full Time" or "Mode Selected". If you select "Mode selected", "Cover" or "Slip Sheet" is displayed only when Cover or Slip Sheet function is selected. ❒ When displaying the settings of "Cover" and "Slip Sheet", you cannot select "Full Time" for the same tray for both at the same time. Priority is given to whichever setting is set first. ❒ If "Cover" or "Slip Sheet" cannot be selected, "Cover" or "Slip Sheet" has already been selected for another tray. Cancel the setting of the other tray and start over again.

Count Manager

When entering Count Manger mode, if a key operator code has already been set, you must enter the code (up to 8 digits).

Reference

See "Key Operator Code" in⇒ P.13 *"Count Manager"*.

Menu	Description
Set User Code	Specify whether to employ user codes to restrict copier users and manage the number of copies made. **Reference** For Registering the User Code, see "User Code Register/Change/Delete" in Count Manager of the "Copy Reference" manual.
Key Operator Code	If you select "Yes", only operators who know the key operator code (up to 8 digits) can access the "Set Time" and "Count Manager" user tools. **Note** ❒ Default: *No* ❒ If you select "Yes", you should register the key operator code.
AOF (Keep it On)	**Note** ❒ For details of this function, contact your service representative.

INDEX

A

ADF Orig. Ejection, 9
AOF (Keep it On), 13
Auto Off Timer, 8
Auto Response (Human) Sensor, 7
Auto Tray Switching, 8

B

Bypass Tray Special Paper Indication, 12

C

Clear Modes/Energy Saver key, 3
Clear/Stop key, 3
Copy Count Display, 7
Copy Output Tray, 10

K

key (Enter key), 3
Key Operator Code, 13
Key Operator Code for Off Setting, 11
Keys for User Tools (System Settings), 3

L

LCT Special Paper Indication, 12
Low Power Shift Time, 8
Low Power Timer, 9

N

Number keys, 3

O

Operation Panel Beeper, 7

P

Panel Display, 3

R

Ready Operation Panel Beeper, 7

S

Set Date, 10
Set Time, 10
Set User Code, 13
System Reset, 9

T

Tray 1 Paper Size Setting, 11
Tray 1 Special Paper Indication, 12
Tray 2 Paper Size Setting, 11
Tray 2 Special Paper Indication, 12
Tray 3 Paper Size Setting, 11
Tray 3 Special Paper Indication, 12

U

User Tools/Counter key, 3
User Tools (System Settings), 3

W

Weekly Timer Friday, 10
Weekly Timer Monday, 10
Weekly Timer Saturday, 10
Weekly Timer Sunday, 10
Weekly Timer Thursday, 10
Weekly Timer Tuesday, 10
Weekly Timer Wednesday, 10

SAVIN CORPORATION

Southeast Regional Office
1670 Oakbrook Drive
Suite 350
Norcross, GA 30093
770-446-1227

Western Regional Office
4201 Spring Valley Road
Suite 1106
Dallas, TX 75244
972-392-9750

Eastern Regional Office
333 Ludlow Street
Stamford, CT 06902
203-967-5000

Central Regional Office
222 North LaSalle
Suite 840
Chicago, IL 60601
312-987-4230